



**Books / Curriculum Material
Request for Transfer**

- Please fill out the form following the example provided on the "sample" line.
- The supervisor of the building/department must sign at the bottom on the appropriate signature line.
- Once the form is completed, send it via email to Magali Martinez at mmartinez@mvsd320.org, with a copy to Richard Kowell at rkowell@mvsd320.org.
- Magali will contact you to discuss the next steps.

ISBN Number	Title	Quantity	Move from	Move to
SAMPLE 978074327356	<i>Kinder Bridges Curriculum</i>	3 Boxes	<i>Jefferson, Rm. 304</i>	<i>Warehouse for Surplus</i>

Printed Name of Staff _____ Date _____
 Staff Signature _____ Date _____
 Signature of Supervisor _____ Date _____

No material will be moved between locations without this completed and signed form.